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**Senior Community Service Employment Program (SCSEP) Host Agencies**

**4101 Overview**

The Senior Community Service Employment Program (SCSEP) fosters useful part-time training opportunities in community service skills for unemployed low-income persons who are 55 years of age or older who have poor employment prospects and also fosters individual economic self-sufficiency and increases the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

Community service activities are provided through community service training assignments at host agencies which must be a governmental or non-profit, non-partisan organization.

**4102 Operational Principles**

4102.1 The host agency shall provide orientation, supervision, instruction and training to each participant. A host agency shall provide supervision to enable each participant to perform productively and effectively.

4102.2 The host agency shall consider hiring each participant into an unsubsidized position within the host agency when an appropriate vacancy occurs.

**4103 Operational Procedures for Host Agency Development**

4103.1 Those organizations eligible to act as community service training sites for the SCSEP are public agencies and private organizations exempt from the taxation under the provision of Section 501(c)(3) of the Internal Revenue Service Code of 1954. A copy of the Internal Revenue Service Code Section 501(c)(3) should be in each host agency file. Host agencies sites can include, but are not limited to the following:

- A) Public agencies such as public health departments, school systems, social service departments, courts, police departments, housing authorities, child and youth services, adult services, general hospitals, community mental health centers, mental hospitals, recreation departments, community development/outreach services, employment services, vocational counseling rehabilitation services, social services agencies, local Federal agencies, extension services and local tribal government agencies.
- B) Private Non-Profit Organizations such as voluntary hospitals, neighborhood health centers, community and neighborhood centers, health and welfare council agencies, community action agencies and private schools.

4103.2 All activities funded under this project shall not:

- 1) Decrease in employment opportunities in addition to those which would otherwise be available.
- 2) Result in the displacement of currently employed workers, including partial displacement such as a reduction in hours of non-overtime work, wages or employment benefits.

- 3) Employ or continue to employ any participant to perform work the same or substantially the same as that performed by another person who is on layoff.
- 4) Impair existing contracts for such services, or result in substitution of Federal funds or other funds in connection with work that would otherwise be performed.

4103.3 The following criteria shall be considered in the recruitment and selection of a host agency site(s):

- A) Capability to provide a safe environment with adequate space and equipment for the participant.
- B) General responsiveness to the goals and objectives of the SCSEP.
- C) Ability to comply with program requirements.
- D) Ability to provide community service assignments that support the IEP goals and offer opportunities for the participant to enhance skills and be transitioned to unsubsidized employment.
- E) Capability to provide the participant with training that will develop marketable skills in all business sectors.
- F) Capacity to supervise the participant on a day-to-day basis.
- G) Exhibits the potential for employing the participant on a permanent basis.
- H) Ability to ensure the participants is given the same consideration and treatment as other staff members.
- I) Ability to prepare an appropriate assignment description and to adjust the description as the participant develops additional skills.
- J) Ability to approve time for participants and the supervisor to attend SCSEP training meetings.
- K) Appropriateness of community service assignment for older workers.

4103.4 SCSEP staff shall conduct an orientation for host agencies to their role and responsibilities to the SCSEP and the SCSEP participants. At a minimum, orientation should include the host agency roles and responsibilities to orient, supervise, train, and instruct the participants assigned to the agency. Host agencies may be provided with a copy of the SCSEP Participant Handbook. The host agency is informed of the established Affirmative Action procedures to assure that no person shall, of the grounds of race, creed, color, handicap, national origin, sex, political affiliation, or beliefs, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any project or activity funded in whole or part with funds made available under SCSEP.

4103.5 Whenever possible, participants shall be assigned community service assignments in or near the communities in which they reside.

4103.6 The community service assignments established by the host agency shall relate to the objectives of the SCSEP and support the participant's IEP:

- A) Result in the expansion of the host agency site's existing services or initiation of new services.
- B) Have organizational significance to the host agency site and contribute to the general welfare of the community.
- C) Are structured on a level that meets the participant's skills, abilities, and interests, and which can lead to unsubsidized employment.

4103.7 Priority community service assignments are with host agencies providing services to the elderly with special emphasis on low-income elderly.

4103.8 Participants shall not be assigned to a host agency site involving the construction, operation or maintenance of any facility used or to be used as a place for religious instruction or worship nor private, profit-making organizations.

4103.9 Participants shall receive the same level of supervision and training as employees performing comparable jobs at the host agency.

4103.10 Host agencies shall include participants in their regular staff meetings.

#### **4104 Operational Procedures for Host Agency Monitoring**

4104.1 The Host agency site(s) shall be monitored by the SCSEP staff at least once every 90 days following the participant community service assignment to ensure the following:

- A) The participant's assignment tasks are consistent with the goals set in the IEP.
- B) The participant is making progress in meeting their IEP goals.
- C) Compliance with SCSEP requirements.

4104.2 The SCSEP staff shall ensure completion of the Host Agency Monitoring Form (Exhibit 4100A) and a copy shall be maintained in the host agency file.

4104.3 Areas to be monitored include, but are not limited to the following:

- A) Safety and working conditions at the host agency site.
- B) Possibility of additional training at the host agency site.
- C) Possibility of unsubsidized employment at the host agency site.
- D) Host agency compliance with community assignment description.

- E) Participant involvement in training outside the host agency community service assignment.

4104.5 The following documentation is required to be maintained by the SCSEP staff for each host agency:

- A) Host Agency Monitoring Form (EXHIBIT 4100A)
- B) Host Agency Application (EXHIBIT 4100B)
- C) Host Agency Agreement (EXHIBIT 4100C)
- D) 501(c)(3) Certification for Private Non-profit Training Sites

**EXHIBITS**

**4100A Host Agency Monitoring Form**

**4100B Host Agency Application**

**4100C Sample Host Agency Agreement**

